

### OUT-OF-STATE APPLICANT FOR LICENSURE BY RECIPROCITY follow these steps:

INSTRUCTIONS	ONLINE LINKS (All links may be found by going to <a href="http://arkansased.org">arkansased.org</a> , click on "E", then click on "Educator Licensure Unit", then on "Background Check Requirements")
<p><b>STEP ONE (PAYING)</b></p> <p>Read the instructions given on the <a href="#">Online Payments for ASP and FBI</a> document.</p> <ul style="list-style-type: none"> <li>Pay online with a debit or credit card.</li> <li>Print the receipt.</li> </ul>	<p>Go to <a href="http://www.arkansased.gov">www.arkansased.gov</a></p> <p>Choose "B" for Background Checks</p> <p>Online Payment Instructions are under "Related Files" on the right side of the web page, choose:</p> <p style="text-align: center;"><b>Instructions for Payment for Online ASP and FBI Background Checks</b></p> <p>Online Payment Webpage: <a href="http://www.ar.gov/ADEbackground">www.ar.gov/ADEbackground</a></p>
<p><b>STEP TWO (CONSENT FORM)</b></p> <p>Complete the <b>ONLINE CONSENT FORM</b>.</p> <ul style="list-style-type: none"> <li>Print the form when completed. (The applicant may download the form to a mobile device.)</li> </ul>	<p>Online Consent Form:</p> <p>Go to <a href="http://www.arkansased.gov">www.arkansased.gov</a></p> <p>Choose "B" for Background Checks – form is on the page or</p> <p>Copy and paste link:</p>
<p><b>STEP THREE (FINGERPRINTING)</b></p> <p>OBTAIN A PRE-PRINTED FINGERPRINT CARD FROM THE DEPARTMENT OF EDUCATION</p> <p>Go to a local law enforcement office for fingerprinting, and bring with you:</p> <ul style="list-style-type: none"> <li><b>A Department of Education pre-printed fingerprint card</b></li> <li>A copy of the receipt with the transaction number (an electronic copy is acceptable)</li> <li>A copy of the Online Consent Form</li> <li>Your government-issued photo ID</li> </ul> <p>RETURN ALL DOCUMENTS (consent form, fingerprints) to the Department of Education</p>	<p>If livescan fingerprinting is chosen, it must be done in Arkansas.</p> <p>Go to <a href="http://www.arkansased.gov">www.arkansased.gov</a>, choose "B" for Background Checks</p> <p>Under "Related Files" on the right side of the web page, choose:</p> <p style="text-align: center;"><b>List of Approved Live Scan Locations</b> <b>Map of Education Service Cooperatives</b></p>

- \* If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.
- \* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.